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NASA Procedural Requirements

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Subject: NASA Cultural Resources Management**Responsible Office: Office of Strategic Infrastructure**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

Chapter 1. Cultural Resources Management (CRM) Program Roles and Responsibilities

1.1 Introduction

1.1.1 The roles and responsibilities of senior management are defined in NPD 1000.0, Strategic Management and Governance Handbook, NPD 1000.3, The NASA Organization, and NPD 8500.1, NASA Environmental Management. The following are key roles and responsibilities for establishing, assigning, and maintaining CRM Program requirements. Responsibilities specific to a position title may be delegated by the responsible person.

1.2 Headquarters

1.2.1 The Assistant Administrator for the Office of Strategic Infrastructure (OSI) shall:

- a. Serve as and fulfill the Senior Policy Official (SPO) responsibilities specified in EO 13287, Preserve America, including appointing a Federal Preservation Officer (FPO).
- b. Promulgate CRM policy and guidance, and promote cultural resources management requirements across NASA.
- c. Represent NASA in establishing a Government-to-Government relationship with Federally recognized tribes unless otherwise delegated to Center and Component Facility Directors. (See Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. 479a and Presidential Memorandum, Government-to-Government Relations with Native American Tribal Governments, Fed. Reg. Doc. 94-10877, May 4, 1994.)

1.2.2 Headquarters CRM Program Manager shall:

- a. Fulfill the requirements of the FPO in accordance with the NHPA and Exec. Order No. 13287, Preserve America.
- b. Serve as the Agency liaison for Native American affairs.
- c. Oversee and coordinate NASA's activities under NHPA and other applicable laws, regulations, Exec. Orders, and Presidential Memoranda regarding cultural resources.
- d. Prepare the Agency CRM policy and guidance.
- e. Monitor CRM Program implementation through the issuance of data calls; EFRs, at least every three years; and metrics.
- f. Establish a CRM awareness program to educate and inform NASA of its historic properties and CRM responsibilities.
- g. Ensure the Agency NASA Environmental Tracking System (NETS) CRM database is validated and maintained by Center and Component Facilities Historic Preservation Officers (HPOs).
- h. Provide direction and guidance on the Agency's CRM Program and NAC to Centers and Mission Directorates.

- i. Sign nominations of NASA-administered historic properties to the National Register of Historic Places (NRHP).
- j. Promote the mission, economic, and social benefits of the CRM Program within Agency leadership.
- k. Develop Programmatic Agreements (PAs) and Memoranda of Agreement (MOAs) on behalf of the Agency.
- l. Monitor Agency compliance with the management and reporting requirements of NHPA and other applicable statutes, regulations, and Executive Orders (EOs) related to CRM.
- m. Review and concur with Center and Component Facility Integrated Cultural Resources Management Plans (ICRMPs), NHPA PAs or MOAs, Native American Graves Protection and Repatriation Act (NAGPRA) Comprehensive Agreements and Plans of Action, and other cultural resources agreements and actions after legal review.
- n. Coordinate with NASA procurement office to include contract and grant clauses that cover cultural resources issues, as appropriate.
- o. Represent the Agency and CRM Program at external and internal meetings (e.g., FPO meetings, CRM Panel Meetings, and Advisory Council on Historic Preservation (ACHP) meetings).
- p. Ensure that the Agency's cultural resources records are retained in compliance with NHPA requirements, 36 C.F.R. pt. 79, NPD 1440.6, and NPR 1441.1.
- q. Assist Center and Component Facility HPOs in interaction with the ACHP, Secretary of the Interior, Native Americans, and NASA Administrator with matters regarding CRM.
- r. Update and prepare reports on heritage assets for financial reporting in accordance with Statement of Federal Financial Accounting Standards No. 29, Heritage Assets and Stewardship Land, July 5, 2005 (SFFAS No. 29) and NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.

1.2.3 The Headquarters Facilities Engineering Division shall:

- a. Support the implementation of NASA's CRM Program through policy pursuant to NPD 8800.14, Policy for Real Estate Management, NPD 8820.2, Design and Construction of Facilities, and guidance pursuant to NPR 8800.15, Real Estate Management Program, and NPR 8820.2, Facility Project Requirements.
- b. Reference this NPR in Agency policy, guidance, and training material that relate to the management of real property.
- c. Consider cultural resources requirements when implementing the Agency Construction of Facilities (CoF) Program.

1.2.4 The Headquarters Technical Capabilities and Real Property Management Division shall:

- a. Provide real property data to HPOs for use in the NETS database CRM Module.
- b. Utilize data provided in the NETS CRM Module to populate the historic status and heritage asset fields in the Agency real property database.
- c. Maintain up-to-date information for heritage assets for financial reporting in accordance with SFFAS No. 29.

1.2.5 Mission Program and/or Project Managers shall:

- a. Coordinate with NASA's FPO or Center HPO, as appropriate, prior to development of project budgets and planning documents to ensure cultural resources management issues both within and outside the United States and are considered and programmed for during project formulation phase and reevaluated throughout implementation in accordance with NHPA, Exec. Order 12114, NPR 7120.5, NASA Space Flight Program and Project Management Requirements, and NPR 8820.2, Facility Project Requirements.
- b. Coordinate NASA's FPO or Center HPO regarding any closeout activities associated with programs and projects that are terminating to identify potential NHPA and NAC cultural resources management issues that may require budget and compliance considerations.
- c. Notify the FPO or the Center HPO immediately if an activity is likely to affect an historic property or results in discovery of archaeological resources or human remains, or impact to a property that has been identified as culturally significant by Federally recognized tribes, Alaskan Natives, or Native Hawaiian Organizations.

1.3 Centers and Component Facilities

1.3.1 Center or Component Facility Directors shall:

- a. Comply with the applicable laws, regulations, and EOs related to cultural resources.

- b. Ensure funding is available to implement and maintain NASA CRM Program activities at the Center or Component Facility.
- c. Serve as the Federal Agency Official in accordance with NHPA, as defined in 36 C.F.R. pt. 800, Protection of Historic Properties.
- d. Serve as the Federal Land Manager for complying with the Archaeological Resources Protection Act of 1979 (ARPA).
- e. Serve as the Federal Agency Official, as defined in 36 C.F.R. pt. 79, with management authority over the Center or Component Facility's archaeological collections.
- f. Ensure funding is available to coordinate the disposition of archaeological collections and associated records in curation facilities that comply with the requirements in 36 C.F.R. pt. 79, NHPA, ARPA, and other applicable regulations.
- g. Ensure that Center procedures are aligned with the Agency requirements for cultural resources compliance, records retention, and disposal of artifacts. (See NPR 4310.1, Identification and Disposition of NASA Artifacts.)
- h. Appoint an HPO for the Center or Component Facility to manage and implement the CRM Program.
- i. Notify, in writing, the Headquarters CRM Program Manager and the respective State Historic Preservation Officer (SHPO) of the HPO appointment.
- j. Ensure that the HPO has the authority and resources to carry out their role and responsibilities to comply with applicable CRM regulations and this NPR and has funding to conduct periodic inventory and evaluation of historic facilities. (See NHPA and Exec. Order No. 11593.)
- k. Ensure that the HPO is included in the process for collecting, identifying, retaining, and disseminating historic and cultural resources documentation, records, and artifacts.
- l. Establish a process for integrating CRM into Center master and mission planning that includes early coordination with other programs, tenants, and projects.
- m. Submit to the FPO nominations to the NRHP of those historic properties whose designation the Center Director deems to be a net benefit to NASA and the community.
- n. Support initiatives to educate and inform Center or Component Facility personnel of CRM and NAC compliance responsibilities and include Center Native American employees, as appropriate.
- o. Ensure the integration of CRM responsibilities within program and project requirements.
- p. Obtain appropriate training regarding Government-to-Government consultation to qualify for delegated authority from the Assistant Administrator.

1.3.2 Center or Component Facility Historic Preservation Officers shall:

- a. Implement NASA CRM Program activities in compliance with this NPR and sections 106 and 110 of NHPA.
- b. Develop and implement an ICRMP that meets the requirements of this NPR to identify, manage, and maintain cultural resources.
- c. Ensure the ICRMP is integrated with other Center and Component Facility documents (e.g., Environmental Management System, Master Plan, and asset management plans).
- d. Submit the ICRMP to the Headquarters CRM Program Manager for review and concurrence.
- e. Review and update the ICRMP every five years or when directed by the Headquarters CRM Program Manager.
- f. Ensure that unanticipated archaeological discoveries are managed in compliance with NAGPRA, ARPA, state regulations, and NASA internal procedures.
- g. Notify the Headquarters CRM Program Manager and State and local authorities in accordance with NAGPRA, state laws and regulations, and NASA internal procedures regarding discovery of human remains.
- h. For those who consult regularly with Indian Tribes or Native Hawaiian Organizations, as defined by NAGPRA, develop a Comprehensive Agreement or Plan of Action to assist with compliance with NAGPRA.
- i. Ensure that identification and evaluation of historic properties, including properties of traditional religious and cultural importance to Native Americans, are completed in compliance with Section 106 of NHPA prior to an undertaking.
- j. Ensure that impacts of proposed actions and undertakings that might affect cultural resources are considered pursuant to NEPA and NHPA.

- k. Serve as the Center or Component Facility point of contact to maintain and foster relationships with the Headquarters CRM Program Manager; SHPO; Tribal Historic Preservation Officer (THPO), for activities affecting tribal lands; Native Americans; ACHP; other consulting and interested parties; and the public, for activities related to the CRM Program.
- l. Provide timely responses to Agency CRM data calls (e.g., EO 13287, Preserve America, and ARPA).
- m. Track cultural resources and maintain up-to-date records and reports (i.e., documentation of cultural resources surveys and studies, MOAs/PAs, and official correspondence) in the NETS CRM Module for compliance with NHPA, the Archaeological Resources Protection Act of 1979, Exec. Order No. 13327, and Exec. Order No. 13287.
- n. Consult with the regional National Park Service (NPS) regarding National Historic Landmarks (NHL), as appropriate, and NRHP nominations. (See 36 C.F.R. pt. 65, National Historic Landmarks Program.)
- o. Notify Headquarters of any proposed undertaking that is likely to directly and adversely affect any NHL.
- p. Obtain necessary training to fulfill CRM responsibilities. If the employee is not a CRM professional, as defined by 36 C.F.R. pt. 61, the HPO will complete training on NHPA within 12 months of designation to allow the HPO to perform their duties.
- q. Determine when official CRM records need to be retained or scanned and uploaded into NETS prior to submission to the National Archives and Records Administration or other disposition in accordance with NPR 1441.1, NASA Records Retention Schedules.
- r. Notify the Headquarters CRM Program Manager prior to any Section 106 consultation under NHPA that requires consultation with the ACHP, Native Americans, or in the development of any other agreement with these consulting parties prior to such consultation.
- s. Safeguard information about the location, character, or ownership of an historic property or archaeological sites if such disclosure might cause harm or might impede the access to or use of properties of traditional religious and cultural importance.
- t. Encourage development of partnerships in accordance with Exec. Order No. 13287, Preserve America, to support and foster public-private initiatives and investment in the use, reuse, and rehabilitation of historic properties.
- u. Review all construction and demolition projects that pertain to historic properties to determine likely effect of the proposed activity on the historic property and initiate compliance procedures, as appropriate.
- v. Ensure the Secretary of the Interior's Standards for the Treatment of Historic Properties are followed as closely as practical for Center projects involving historic properties.
- w. Report existing condition of NHLs to NPS, as requested.

1.3.3 Center and Component Facility Project Managers shall:

- a. Reference this NPR in applicable program and project planning documents in accordance with NPR 7120.5, NASA Space Flight Program and Project Management Requirements, and NPR 8820.2, Design and Construction of Facilities.
- b. Coordinate with the HPO to identify potential NHPA and NAC requirements when planning new mission needs and construction, renovation, or demolition/deconstruction activities.
- c. Include cost and schedule needs for NHPA compliance and NAC activities in proposed project plans at the earliest stages of planning.
- d. Ensure applicable forms are completed and permits obtained during the project planning phase and prior to project startup (e.g., environmental checklists, siting requests, and dig permits).
- e. Notify the HPO immediately if an activity results in discovery of archaeological resources or human remains, or the activity impacts an historic property that has been identified as culturally significant by Native Americans.
- f. Consider alternatives for historic properties that are not needed for current or projected Agency or Center mission requirements in accordance with NASA's sustainability goals and Section 111 of NHPA, including adaptive reuse or lease. (See Exec. Order No. 13423.)
- g. Ensure that contracts, licenses granted by NASA, and grant requirements include NHPA and NAC compliance activities and limit the issuance of notice-to-proceed orders in accordance with appropriate compliance activities.
- h. Consult with the HPO to identify requirements for NAC and consideration of potential impact to properties of tribal significance when planning construction, demolition, or deconstruction activities.

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